

January 10, 2003

To: Supervisor Yvonne Brathwaite Burke, Chair  
Supervisor Gloria Molina  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe  
Supervisor Michael D. Antonovich

From: David E. Janssen  
Chief Administrative Officer

**MATRICULA CONSULAR IDENTIFICATION CARD PILOT PROJECT (ITEM NO. 20,  
AGENDA OF JANUARY 14, 2003)**

It has come to our attention that information reflected in the Attachment I to the Board Letter concerning the above-referenced Agenda item is misleading. Attached is a revised version of Attachment I that clarifies information concerning the Community Development Commission's public housing programs. Specifically, the information reflected applies equally to both Public Housing **and Section 8** programs.

Please let me know if you have any questions, or your staff can contact Jerry Ramirez of this office at (213) 974-4282.

DEJ:LS  
MKZ:nl

Attachment

c: Executive Officer, Board of Supervisors  
County Counsel  
Executive Director, Community Development Commission

## MATRICULA INITIAL QUESTIONNAIRE RESULTS

Department	Programs/Services Where Matricula Consular Could Be Used	Programs/Services Requiring Proof of Citizenship/Legal Residence	Initial Issues
Affirmative Action Compliance	Community Business Enterprise and Living Wage Ordinance utilize ID cards for use in verification of individuals. Matricula could also serve as a valid ID in the normal course of operation and interaction with the public.	None	None
Agricultural Commissioner/Weights and Measures	Identification required as part of field scale and meter inspections and structural pesticide applicator examinations. Also, identification of certified farmers market operators/owners and recycling operators.	none	none
Alternate Public Defender	Release of case materials to clients and family members.	none	none
Animal Care & Control	Owner of impounded animal requires ID to have animal returned. ID for acceptance of checks.	none	none
Assessor	ID may be required for map and printout purchases when paying by check.	none	none
Auditor-Controller	Administrative Services Division: Photo Identification for fingerprinting process; participation in a civil service examination, and review of examination documents. Tax Division requires photo ID to release info on property tax refunds.	Require proof of citizenship or legal residency in the New Hire process, in accordance with INS regulations. (This is required of all departments)	none
Beaches and Harbors	none	none	none
Board of Supervisors, Exec. Office	Matricula ID can be held by department when listening devices are lent out during Board Meetings.	none	none
Chief Administrative Office	none	none	none
Chief Information Office	none	none	none
Child Support Services	Interviews of non-custodial and custodial parents; identification of those claiming to have been wrongly identified.	none	Notary Public (state-administered program) does not accept Matricula as valid form of ID.
Children and Family Services	Could be used for Live Scan service program for identification purposes when transmitting fingerprint images to the Dept of Justice	Aid to Families with Dependent Children- Foster Care (AFDC- FC) programs requires proof of citizenship or legal residence.	
Community Development Commission	<b>Public Housing and Section 8-</b> Identification of members of "mixed families." "Mixed families" are those that include both eligible and non-eligible members. <b>Housing Programs</b> - All affordable housing programs require proof of identify.	<b>Public Housing and Section 8</b> - In order to receive assistance, a family member must be a US citizen or eligible immigrant- "mixed families" may receive pro-rated assistance. <b>All Other Housing Programs</b> - Affordable housing programs do not require proof of citizenship.	none
Community & Senior Services	Identification for taxi coupons and Dial-a-Ride; identification when requesting services at youth centers.	Workforce Investment Act youth program and CalWORKs Youth programs.	Increased opportunity for identity theft.
Consumer Affairs	Identification of consumers entitled to vendor refunds as a result of complaint resolution, identification of those receiving real estate documents.	none	none

Department	Programs/Services Where Matricula Consular Could Be Used	Programs/Services Requiring Proof of Citizenship/Legal Residence	Initial Issues
Coroner	Identification of next-of-kin for release of personal property, identification of those assisting with identification of a decedent, identification when purchasing services via check.	none	Verification of a card's validity.
County Counsel	None	none	None
District Attorney	Will assist the Bureau of Investigation component to identify and verify people for a variety of reasons.	none	Training of individuals to recognize legitimate IDs. Procedure to verify if ID was issued to the person in question.
Fire	none	none	none
Health Services	Address verification for billing purposes, retrieval of patient valuables, payment by check or credit card, retrieval of personal property, request for and pick up of medical records, name changes/corrections in the hospital information system, prescription pickup for Schedule II drugs (specific drugs identified by the State Board of Pharmacy), prescription pickup by patient representatives, enrollment in drug programs for indigent patients, identification for admittance into elective surgery area.	Full scope Medi-Cal and Healthy Families programs require US citizenship or legal residence, some Pharmaceutical Patient Assistance Programs require US citizenship.	none
Human Relations Commission	none	none	none
Human Resources	none	none	none
Internal Services	none	none	none
Mental Health	Requests those seeking services to provide photo ID, but is not required for services to be provided	DMH does not directly provide services that require proof of citizenship or legal residence.	none
Military & Veterans Affairs	Personal check payment for rentals.	none	none
Museum of Art	none	none	none
Museum of Natural History	Check and credit purchases at museum stores, access to wheel chairs.	none	none
Ombudsman	none	none	none
Parks & Recreation	Participation in youth sports programs and senior activities, identification of volunteers.	none	none
Probation	Identification of visitors to probation camps and juvenile halls, parents and guardians picking up released minors, subjects of investigations and their family members, victims for restitution payments.	Services funded by Temporary Assistance for Needy Families (TANF), Federal reimbursement for foster care.	none
Public Defender	Identification of unpaid volunteer interns.	none	none
Public Library	Library card registration, payment of fees by check.	none	none
Public Social Services	Identification, but not eligibility confirmation, of applicants and participants for CalWORKs, Refugee Cash Assistance, General Relief, Cash Assistance Program for Immigrants, Medi-Cal and Food Stamps. Limited scope Medi-Cal is provided to undocumented immigrants.	CalWORKs, Refugee Cash Assistance, General Relief, Cash Assistance Program for Immigrants, In-Home Supportive Services, Food Stamps and full-scope Medi-Cal.	none
Public Works	ID could be used for verifying personal checks, establishing water service via fax, and receiving payments for services rendered.	None	None
Regional Planning	Identification of those who request filing of criminal complaints for zoning violations.	none	

Department	Programs/Services Where Matricula Consular Could Be Used	Programs/Services Requiring Proof of Citizenship/Legal Residence	Initial Issues
Registrar-Recorder/County Clerk	Birth, death, and marriage license purchases; marriage ceremony; payroll warrant pick-up for employees that have been released; processing of new personnel; and identification for using a check for payment of fees.	None	None
Sheriff	Release of individual eligible for a "promise to appear citation," request property or evidence to be released, and for visiting inmates in custody at LACSD.	none	none
Superior Court	Identification for picking up checks for disbursement of funds held in trust by the court, and to ensure that the beneficiary, as name in the Court order, is the correct person to pick up the check.	none	None
Treasurer and Tax Collector	Business license applications, registration for real and personal property auctions, application for immigration clearances, clearance of recorded liens.	none	none